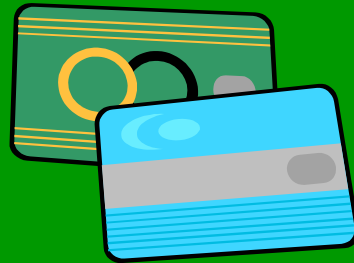


# **Affirmative Procurement Training for Purchase Card Users and Approving Officials**



**EO 13101 and the Federal  
Government's Mandatory Buy  
Recycled Program**



# Opportunity to Buy Green

## Government-Wide Statistics

- **Purchase card use- \$13.7 billion in FY 2001 - up from \$8 billion in FY 1998**
- **406,290 cardholders**
- **24,443,850 transactions**
- **Important to include green purchasing in all purchase card training and manuals**



# Affirmative Procurement

- The policy and practice of purchasing goods made with recycled materials

**Example:**

**Paper with  
30% Post-  
consumer  
Content**



# Affirmative Procurement and Environmentally Preferable Purchasing

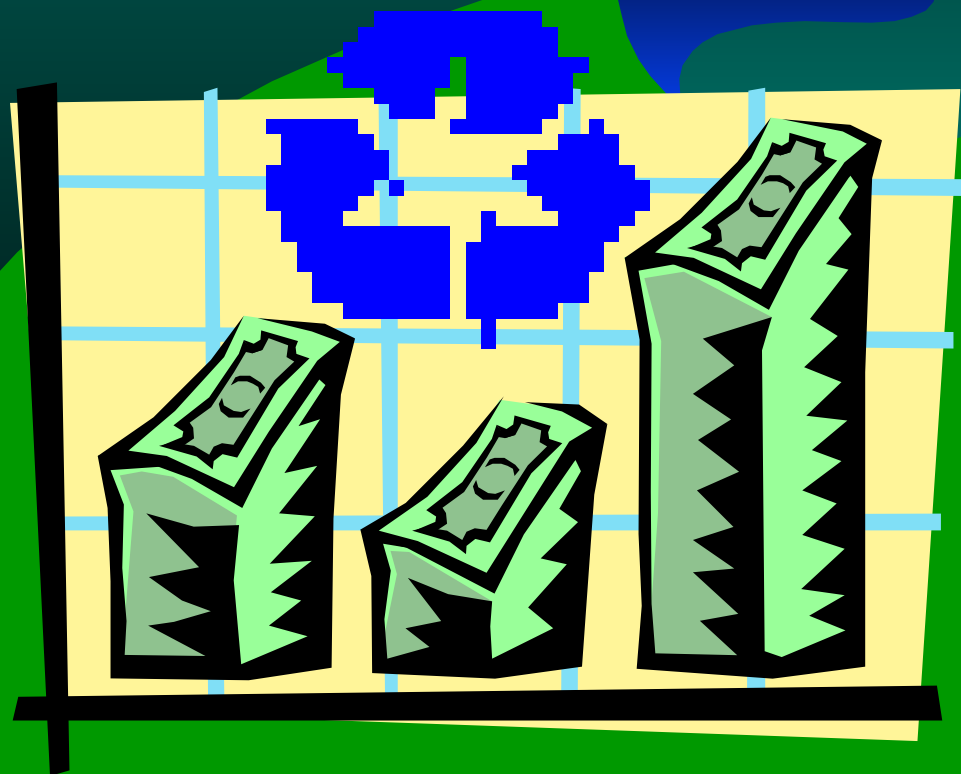
**EPP**

**AP**

- Recycled-content materials
- Certain items designated by EPA in Comprehensive Procurement Guidelines (CPG)
- Guidance in Recovered Materials Advisory Notices (RMANS)
- May involve a multitude of attributes
  - Reduced toxicity, less packaging, reparability, energy savings, create less hazardous waste, recycled content
- Items not specifically identified



# Why Affirmative Procurement?



The Federal government spends about \$200 Billion every year - and has put this buying power behind the country's

As stewards of federal dollars, we are obligated to purchase designated items containing recycled materials



# Affirmative Procurement Benefits

- Creates recycling markets
- Saves energy
- Conserves resources
- Saves money
- Saves landfill space
- Reduces pollution



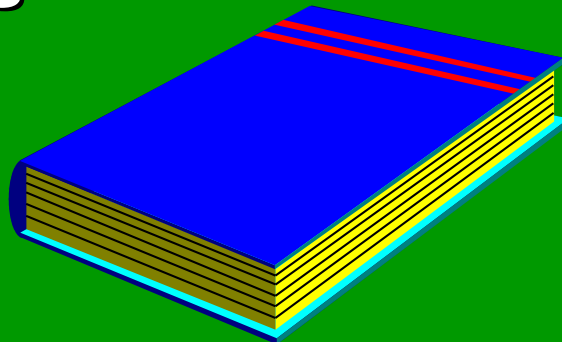
# Why Affirmative Procurement?

## IT'S THE LAW



# Resource Conservation and Recovery Act (RCRA), 1976

- Section 6002 required EPA to publish guidelines for affirmative procurement and required *procuring agencies* to develop an Affirmative Procurement program within 1 year of publication of the guidelines





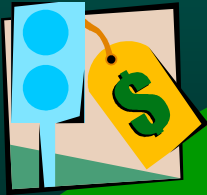
# What Is A Procuring Agency (Who Does This Apply To?)



- **Procuring Agency** - any Federal agency or contractor using appropriated Federal funds for a procurement
- Applies for cumulative procurements of individual CPG items exceeding \$10,000 in a year
- \$10,000 threshold applies to entire agency (i.e., Dept. of Energy, and its facility management contractors)



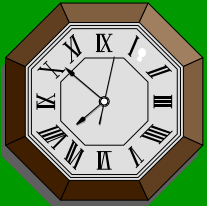
# Exemptions



**Price**



**Performance**



**Availability**



- According to RCRA, procuring agencies must follow the CPGs **unless the product:**
  - Is unavailable at a reasonable price
  - Will not meet reasonable performance standards
  - Is unavailable within a reasonable timeframe at a sufficient level of competition

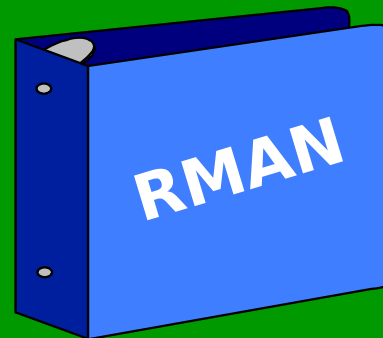
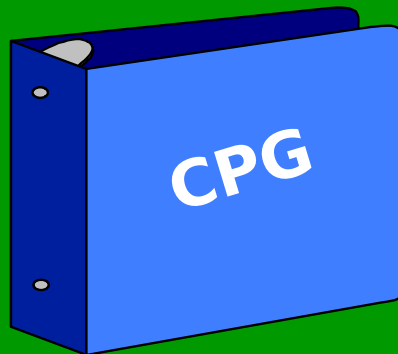
# **EO 13101 - Greening the Government Through Waste Prevention, Recycling and Federal Acquisition (1998)**

- Directed EPA to include AP in compliance inspections
- Required agencies to provide AP training
- Required procuring agencies to follow CPGs published in the Federal Register
- Introduced biobased products as part of AP programs
- Encouraged purchase of environmentally preferable products and services



# What are the CPGs and RMANs?

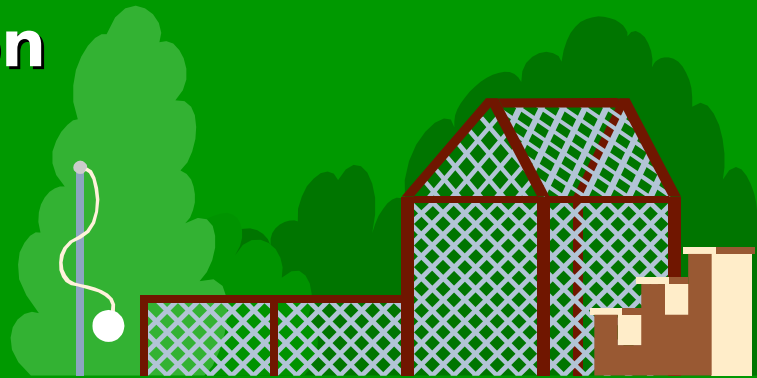
- **Comprehensive Procurement Guidelines (CPGs)** designate the products that must contain recovered material
- **Recovered Materials Advisory Notices (RMANs)** provide recycled-content recommendations and guidance on buying recycled-content products



# And The Products Are:

## *EPA-Designated Product Categories*

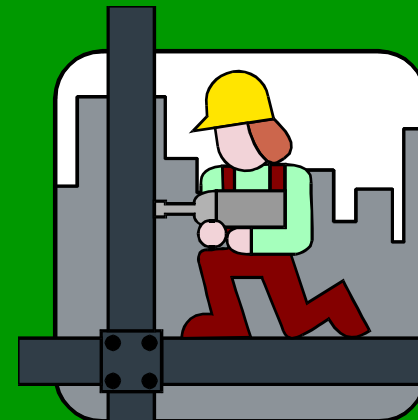
- Construction
- Landscaping
- Non-Paper Office
- Paper and Paper Products
- Parks and Recreation
- Transportation
- Vehicular Products
- Miscellaneous



# Construction Products

## *Designated Items:*

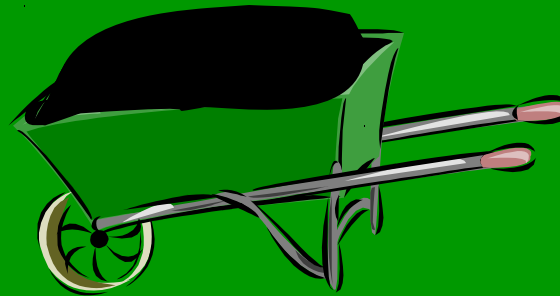
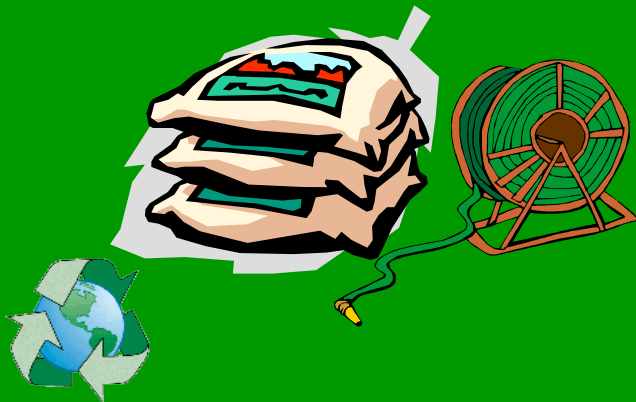
- Building insulation
- Carpet
- Cement and concrete
- Consolidated and reprocessed latex paint
- Floor tiles
- Laminated paperboard
- Patio blocks
- Shower and restroom dividers
- Structural fiberboard
- Carpet cushion
- Flowable fill
- Railroad grade crossings/surfaces



# Landscaping Products

## *Designated Items:*

- Garden and soaker hoses
- Hydraulic mulch
- Lawn and garden edging
- Yard trimmings compost
- Food waste compost
- Landscaping timbers and posts (plastic lumber)



# Non-Paper Office Products

## *Designated Items:*

- Binders (paper, plastic covered)
- Office recycling containers
- Office waste receptacles
- Plastic desktop accessories
- Plastic envelopes
- Plastic trash bags
- Printer ribbons
- Toner cartridges
- Solid plastic binders
- Plastic clipboards
- Plastic clip portfolios
- Plastic file folders
- Plastic portfolios





# Paper and Paper Products

## *Designated Items:*

- Commercial/industrial sanitary tissue products
- Miscellaneous papers
- Newsprint
- Paperboard and packaging products
- Printing and writing papers



# Park And Recreation Products

## *Designated Items:*

- Plastic fencing
- Playground surfaces
- Running tracks
- Park and recreational furniture
- Playground equipment



# Transportation Products

## *Designated Items:*

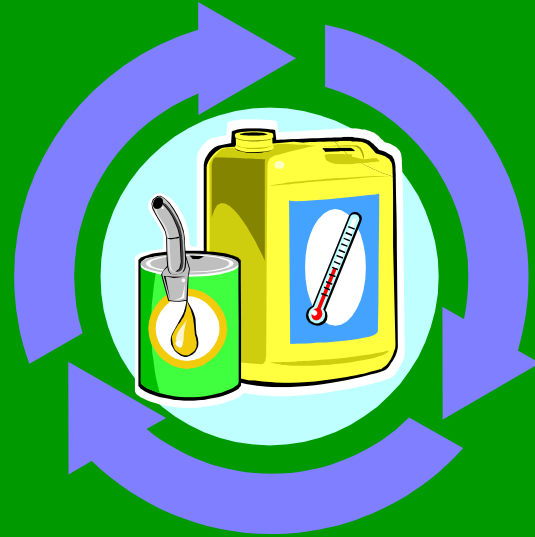
- Channelizers
- Delineators
- Flexible delineators
- Parking stops
- Traffic barricades
- Traffic cones



# Vehicular Products

## *Designated Items:*

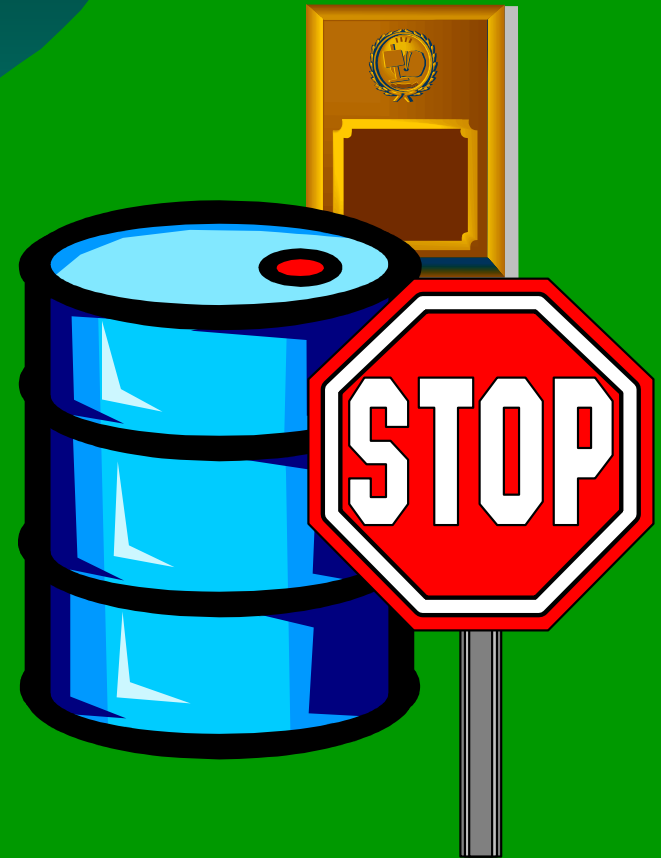
- Engine coolants
- Re-refined lubricating oils
- Retread tires



# Miscellaneous Products

## *Designated Items:*

- Pallets
- Sorbents
- Awards and plaques
- Industrial drums
- Mats
- Signage, including supports
- Strapping and stretch wrap



# Where Can These Products Be Found?

- **Government Supply Sources**
  - **General Services Administration (GSA)**
  - **Defense Logistics Agency (DLA)**
  - **Government Printing Office (GPO)**
  - **Your Facility Supply Store**
  - **JWOD**

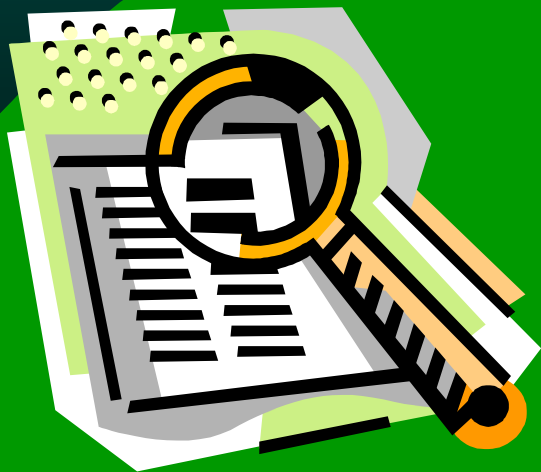


# AP Made Easy...

- **Use The Web**
  - **For Information**
    - EPA: [www.epa.gov/cpg](http://www.epa.gov/cpg)
  - **DOE: [www.eh.doe.gov/p2/ap/default.htm](http://www.eh.doe.gov/p2/ap/default.htm) and [www.professionals.pr.doe.gov](http://www.professionals.pr.doe.gov)**
    - **To Search for Products**
      - **GSA [www.gsa.gov](http://www.gsa.gov)**
      - **DLA [www.dscr.dla.mil](http://www.dscr.dla.mil)**
      - **EPA**  
**<http://yosemite1.epa.gov/oppt/eppstand2.nsf>**
      - **CA Waste Management Board's Recycled Content Database: [www.ciwmb.ca.gov/rcp/](http://www.ciwmb.ca.gov/rcp/)**



# How Will Purchases of Epa-designated Items Be Monitored?



- EPA RCRA Inspections
- EPA Facility Questionnaires
- Reporting of Purchases
- IG Inspections





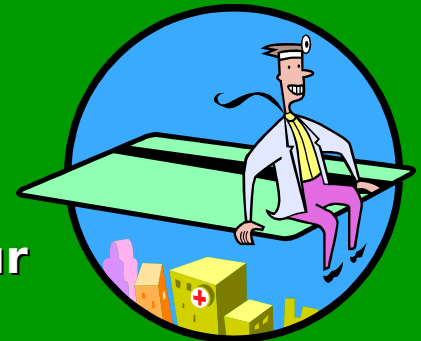
# **How Do I Report Purchase Card Transactions?**

- **Purchase Card Purchases Should Be Reported**
- **Affirmative Procurement Reporting Procedures Vary From Site to Site**
- **Contact Your Recycling Coordinator or Green Acquisition Advocate for Procedures at your Site**
- **Contacts are at**  
**<http://tis.eh.doe.gov/p2/ap/contactlist.doc>**



# What Should You Do?

- **Keep the list of CPG items handy or bookmark EPA's Comprehensive Procurement Guidelines Home Page (<http://www.epa.gov/cpg>) - refer to it when making purchases**
- **Maximize your purchases of recycled-content items by**
  - Searching for recycled-content products in catalogs and online sources
  - Requesting recycled-content items from your vendors
- **Document noncompliant purchases (those not meeting recycled-content requirements) over \$2,500 (for reasons of price, performance, or availability)**



# Need More Information?

**Donald Lentzen - Affirmative Procurement  
Program Manager  
(202-586-7428)**

**Deborah Black - DOE Purchase Card  
Program Manager  
(202-287-1416)**

**Richard Langston - Procurement Policy Analyst  
(202-586-8247)**



Just one more step – Prepare your Certificate  
Thanks for learning about our Program.

Print your completion certificate from the next slide. If you are using NetScape, press escape if in view mode, click on the center of the slide, enter your name, then print slide 28. If you are using Internet Explorer, right click on the next slide, select EDIT, insert your name and then click outside the slide; print slide 28.

Furnish a copy to your local purchase card coordinator!





**U.S. DEPARTMENT OF ENERGY  
AFFIRMATIVE PROCUREMENT  
FOR PURCHASE CARD USERS  
CERTIFICATE**

**In Recognition of Your Completion of  
the Department of Energy  
Affirmative Procurement Program  
Overview Training 0.5 Hours Credit**